



## GREENBELT POLICE DEPARTMENT GREENBELT, MARYLAND

### ADMINISTRATIVE REPORTING SYSTEM Reviews

CALEA	Directive	Requirement	Purpose	Responsible Party	Reviewed By	Frequency
1.2.9	716	Review of Agency Practices and Citizen Concerns.	To ensure Department Personnel are policing impartially.	Administrative Services Division	Chief of Police	Annually
1.3.7	616	Review of Use of Force Reports.	To evaluate the use of force for compliance with respect to legal, directive and training concerns.	Division Commanders	Chief of Police	Each Incident
11.1.2	301	Review and Revise Organizational Chart.	To ensure the chart coincides with the written description and reflects the formal lines of authority and communication within the agency.	Accreditation Manager	All Personnel	As Needed
12.2.1	102	Proposed and Modification of General Orders and Standard Operating Procedures.	To ensure General Orders and Standard Operating Procedures are reviewed to meet the Department's needs.	Accreditation Manger	All Personnel	As Needed
11.4.2	310	Review of Agency Forms.	To ensure accountability of all forms used by the Department, to ensure information is not duplicated and formats are consistent.	Accreditation Manager	All Personnel	As Needed
11.6.4	309	Review and Revision of Multi-Year Plan.	To assist in effective Department management and progress toward meeting established goals and objectives.	Chief of Police	All Personnel	Annually
16.2.1	428	Review Specialized Assignments and Determine Need to Continue.	To help avoid overspecialization and ensure the continued effective operation of Department specialization.	Command Staff	Chief of Police	Annually
32.2.1	413	Review Criminal History of All Candidates Prior to Appointment to Probationary Status.	To meet State requirements as a component of a thorough background investigation.	Background Investigator	Chief of Police	Each Candidate



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34.1.3	414	Promotional Candidates May Review Results of Each Element of Promotional Process.	To ensure fairness and impartiality.	Administrative Division Commander	Each Candidate	Each Promotional Process
35.1.8	409	Performance Evaluation Reports Must Be Reviewed by Rater's Commander.	To ensure the principles of the evaluation system are being carried out appropriately, fairly and impartially.	Assigned Commander	Chief of Police	Each Evaluation Cycle
42.2.3	640	Review All Preliminary Reports Required When Conducting Follow-up Investigations.	To ensure follow-up investigations are genuinely used to follow-up on leads, if any, and to build public confidence in Department performance.	Assigned Investigator	Criminal Investigations Unit Supervisor	Each Case
46.1.7	647	Emergency Operations Plans Reviewed and Updated.	To review and critique agency performance as a critical planning component in advance of future events.	Special Operations Division Commander	Chief of Police	Every three years
82.2.4	614	Review of Reports by Supervisory Personnel.	To ensure that assignments have satisfactorily completed and reported consistent with department report writing standards and directives.	Assigned Supervisor	Assigned Division Commander	Each Report